

SUBCHAPTER A—INTRODUCTION

PART 301-1—APPLICABILITY

Sec.

301-1.1 What is an “agency” for purposes of TDY allowances?

301-1.2 What is an “employee” for purposes of TDY allowances?

An agency includes	But does not include
An Executive agency, as defined in 5 U.S.C. 101	A Government-controlled corporation.
A military department	A Member of Congress.
An office, agency or other establishment in the legislative branch.	An office or committee of either House of Congress or of the two Houses.
The Government of the District of Columbia	An office, agency or other establishment in the judicial branch.

301-1.3 Who is eligible for TDY allowances?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15954, Apr. 1, 1998, unless otherwise noted.

§301-1.1 What is an “agency” for purposes of TDY allowances?

§301-1.2 What is an “employee” for purposes of TDY allowances?

An “employee” is:

(a) An individual employed by an agency, regardless of status or rank; or
(b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or

(c) An individual serving without pay or at \$1 a year (also referred to as “invitational traveler”).

§301-1.3 Who is eligible for TDY allowances?

This chapter covers the following individuals:

(a) Employees traveling on official business;

(b) Interviewees performing pre-employment interview travel;

(c) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and

(d) Threatened law enforcement/investigative employees and members of their family temporarily relocated to safeguard their lives because of a threat resulting from the employee’s assigned duties.

PART 301-2—GENERAL RULES

Sec.

301-2.1 Must I have authorization to travel?

301-2.2 What travel expenses may my agency pay?

301-2.3 What standard of care must I use in incurring travel expenses?

301-2.4 For what travel expenses am I responsible?

301-2.5 What travel arrangements require specific authorization or prior approval?

AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353; 49 U.S.C. 40118.

SOURCE: 63 FR 15955, Apr. 1, 1998, unless otherwise noted.

§301-2.1 Must I have authorization to travel?

Yes, generally you must have written or electronic authorization prior to incurring any travel expense. If it is not practicable or possible to obtain such authorization prior to travel, your agency may approve a specific authorization for reimbursement of travel expenses after travel is completed. However, written or electronic advance authorization is required for items in §301-2.5 (c), (i), (n), and (o) of this part.

§301-2.2 What travel expenses may my agency pay?

Your agency may pay only those expenses essential to the transaction of official business, which include:

(a) Transportation expenses as provided in part 301-10 of this chapter;

(b) Per diem expenses as provided in part 301-11 of this chapter;

(c) Miscellaneous expenses as provided in part 301-12 of this chapter; and

(d) Travel expenses of an employee with special needs as provided in part 301-13 of this chapter.